

CFMS ACCOUNTING CHANGES TIPS AND HELPFUL HINTS

How to tell an Amendment from an Accounting Change

There are two ways of telling if a KAMD is an amendment or an accounting change.

1. If the change type equals 'AMD', it is an amendment;
2. If the change number is 60 – 99, it is an accounting change number.

Accounting Change Status Flow

Status flow for accounting changes (if electronic approvals exist, status will go to AWP):

INI → RDY → AIN → AWP → APC → ENO → ENS

INC and DEC change types

If you underestimated or overestimated the encumbered amount for the current fiscal year, you would use an INC change type to increase the encumbrance and a 'DEC' change type to decrease the encumbrance.

How to move money from one account distribution into another account distribution

If you are splitting one account distribution into two or more or decreasing one account distribution and increasing another by the same amount, you will need to use a 'CHG' change type on KAMD. This change type requires **two KCAC's** to process, one KCAC to reduce encumbrance and one KCAC to increase encumbrance, using a 'C' or 'I' action code.

How to substitute one account distribution for a new account distribution

If you are substituting one KACG account distribution with a new one because of a change in funding, organization, object code or reporting category you would use a 'SUB' change type on KAMD. This change type requires the user to enter only one KCAC with an action code of 'C'. You will need to put the account distribution number being replaced in the Sub for Dist Number field on KCAC. The system will automatically zero liquidate the old distribution and default the amount to the new account distribution.

ADJ change type

You would use an 'ADJ' change type to adjust money in the contract for:

1. Vendor Refund- to put money back in the contract;
2. Manual Payment- payment in AFS, adjust the amount in CFMS;
3. Cancel Check- put the money back into contract.

When processing an 'ADJ' change type, if the amount on header (KAMD) is positive, KCAC action code should be I (increase). If the amount on header is negative, KCAC action code should be R (reduce). By processing an 'ADJ' change type instead of an 'INC' or 'DEC' change type, you are showing that an action occurred outside of CFMS, which affected the expenditures on the contract.

CNB change type

You would use a 'CNB' change type to cancel the encumbered balance if:

1. Contract Expired;
2. End of the Fiscal Year;
3. Termination of the Contract.

The amount on the header (KAMD) must be blank. The system will populate the amount field on KAMD with the amount to be canceled when the status code is changed to 'RDY'. Also, the system will calculate the amount to be canceled and build the required KCAC record. You will not be able to process a 'CNB' change type if payments are in progress.

KCAC action code

The action code on KCAC defines whether you are creating (C), increasing (I) or reducing (R) an account distribution.

If ...	Then ...
Increase of a base record, but creating a new account line (Change Number = 00 and Pre-Enc Change Number = 00)	Type action code = Create
Increase of a base record, increasing an existing account line (Change Number > 00 or Pre-Enc Change Number > 00)	Type action code = Increase
Decrease of a base record, decreasing an existing account line (Change Number > 00 or Pre-Enc Change Number > 00)	Type action code = Reduce